

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FAMILY INDEPENDENCE SPECIALIST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments that provide services to socially and economically disadvantaged individuals in programs administered by the Family Independence Agency. These employees assist families in the identification and development of plans for self-sufficiency, including services such as day care, employment and training, and income assistance.

There are three classifications in this job.

Position Code Title – Family Independence Specialist-E

Family Independence Specialist 9

This is the entry level. As a trainee, the employee carries out a range of professional family independence specialist assignments while learning the methods of the work.

Family Independence Specialist 10

This is the intermediate level. The employee performs an expanding range of professional family independence specialist assignments in a developing capacity.

Family Independence Specialist P11

This is the experienced level. The employee performs a full range of professional family independence specialist assignments in a full functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate course of action.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Interviews applicants and recipients to assess employment potential and determine any barriers to self-sufficiency.

FAMILY INDEPENDENCE SPECIALIST

PAGE No. 2

Develops plans and determines resources to address applicants' and recipients' problems in housing, transportation, child care, training, counseling, and other areas that are barriers to employment.

Determines the appropriate methods and courses of action to implement service, treatment, and learning plans.

Provides direct counseling services to applicants and recipients.

Serves as liaison between the department and community groups in developing services programs, interpreting rules and regulations, and coordinating programs and services.

Writes and maintains social case histories, case summaries, case records and related reports, and prepares correspondence.

Processes child care allowance and low income day care payments.

Interviews applicants and recipients to obtain information necessary to make eligibility determinations; conducts initial intake interviews, and/or periodic case review interviews.

Explains responsibilities to applicants and recipients for the development of a Family Independence contract that will result in self-sufficiency.

Explains social contract obligation to applicants and recipients and attempts to gain the participation of individuals who have not previously participated in the program.

Provides applicants and recipients with information on what actions will be taken if they do not participate in the employment and training program.

Determines eligibility for temporary financial assistance and develops plans to assist applicants and recipients in their efforts to become self-sufficient.

Computes applicants' and recipients' budgets for assistance in the areas of financial, medical, day care, and state emergency relief using manual and automated systems.

Assists applicants and recipients in completion of application forms and explains programs and requirements.

Writes social summaries for medical assistance cases.

Conducts home calls.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of state and federal social welfare laws, rules, and regulations.

Knowledge of social work theory and casework, group work, and community organization methods.

Knowledge of interviewing techniques.

Knowledge of human behavior and the behavioral sciences, including human growth and development, dynamics of interpersonal relationships and family dynamics.

Knowledge of cultural and subcultural values and patterns of behavior.

Knowledge of the basic principles of casework involving analysis of the physical, psychological, and social factors contributing to maladjustment.

Knowledge of social problems, their causes, effects, and means of remediation.

Knowledge of the types of discrimination and mistreatment which applicants and recipients may encounter.

Knowledge of family and marital problems, including family violence, their characteristics, and solutions.

Knowledge of community resources providing assistance to families and individuals.

Knowledge of departmental assistance payments programs.

Ability to apply rehabilitation principles and concepts of social casework.

Ability to develop, monitor, and modify applicant and recipient service goals.

Ability to communicate with individuals who have emotional or mental problems and with persons of different cultures or subcultures.

Ability to persuade or influence people in favor of specific actions, changes in attitude or insights.

Ability to interpret laws, regulations, and policies.

FAMILY INDEPENDENCE SPECIALIST

PAGE No. 4

Ability to maintain records, prepare reports, and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work in adversarial situations.

Some jobs may require an employee to conduct home calls.

Some jobs require travel.

Physical Requirements

None.

Education

Possession of a bachelor's degree in any major with at least 30 semester hours (45 term credits) in areas of human services such as: social welfare, social work, sociology, psychology, family ecology, consumer/community services, family and child development, guidance and counseling, criminal justice, gerontology, special education, education of the emotionally disturbed, or education of the gifted.

Experience

Family Independence Specialist 9

No specific amount or type.

Family Independence Specialist 10

One year of experience as a Family Independence Specialist 9, Social Services Specialist 9, or Welfare Services Specialist 9.

Family Independence Specialist P11

One year of experience as a Family Independence Specialist 10, Social Services Specialist 10, or Welfare Services Specialist 10.

Alternate Education and Experience

One year of experience as an Assistance Payments Worker or a Job Start Worker and a bachelor's degree in any major may be substituted for the degree requirement.

One and a half years of Assistance Payments Worker or Job Start Worker experience and three years of college.

FAMILY INDEPENDENCE SPECIALIST

PAGE No. 5

Three years of Assistance Payments Worker or Job Start Worker experience and two years of college may be substituted for the degree requirement.

Four and half years of Assistance Payments Worker or Job Start Worker experience and one year of college may substitute for the degree requirement.

Six years of experience as an Assistance Payments Worker and/or a Job Start Worker may be substituted for the bachelor's degree requirement.

One and half years of experience in the Assistance Payments Worker classification or in the Job Start Worker classification to substitute for one year of the college degree requirement.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
FAMINDSPL	Family Independence Specialist

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Family Independence Specialist-E	FAMNSPLE	W22-018

ECP Group 2
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CAG/VLWT/EV/BHH